



GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

1.0 Project Monitoring

In accordance with the requirements stated in 44 CFR Part 13.40 or 2 CFR 215.51, whichever is applicable, the State and the Contractor will adhere to the following monitoring plan:

1.1. ASSIGNED GOHSEP PERSONNEL

1.1.1. GOHSEP CONTRACT MONITOR

John Doe shall be appointed as the GOHSEP Contract Manager (CM) for this contract. GOHSEP shall reserve the right to replace the CM at its discretion. The Contractor shall continue to be responsible for the management, supervision and performance of Contractor personnel.

1.1.2. GOHSEP PROJECT MANAGER

The Project Manager (PM) for GOHSEP shall be Mary Smith. GOHSEP shall reserve the right to replace the PM at its discretion.

1.2. RESPONSIBILITIES OF GOHSEP PERSONNEL

1.2.1. Responsibilities of Contract Monitor

- 1.2.1.1. Monitors performance of the contract.
- 1.2.1.2. Provides guidance and assistance to the Project Manager.

1.2.2. Responsibilities of Project Manager

- 1.2.2.1. Prepare and deliver appropriate task orders directed to the Contractor.
- 1.2.2.2. Provide oversight and direction on the day-to-day activities of Contractor personnel.
- 1.2.2.3. Serve as GOHSEP principal point of contact for Contractor project manager and act as monitor of Contractor's performance under this contract.
- 1.2.2.4. Regularly monitor the staffing levels of the Contractor and maintain/adjust those staffing levels in accordance with the needs of GOHSEP.
- 1.2.2.5. Coordinate with applicants and measure the effectiveness of Contractor personnel assigned to applicants.

1.3. ASSIGNED CONTRACTOR PERSONNEL

- 1.3.1. The Project Manager for the Contractor Henry Jones shall be appointed as the Contractor's PM for this contract.

1.4. RESPONSIBILITIES OF CONTRACTOR PROJECT MANAGER

- 1.4.1.1. Serves as the day-to-day principal point of contact for the Contractor and to assure that Contractor personnel are performing within the contract scope of services.
- 1.4.1.2. Execute all task orders signed by the GOHSEP PM or other individual authorized

in writing by the Director of GOHSEP.

- 1.4.1.3. Complete monthly time sheets for all personnel evidencing the assigned task(s) worked, the time worked on the task(s) and the names of all individuals performing the work.
- 1.4.1.4. Complete weekly report evidencing the task(s) worked, percentage of completion of the task(s) and a report showing the progress and accomplishments since the prior week.
- 1.4.1.5. All monthly time sheets will be due on the 15th day of the following month; all weekly reports will be due on Monday.

SAMPLE